

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR COST ESTIMATOR

CITY: SAN FRANCISCO, BURBANK OR SACRAMENTO, CA

JOB REQUISITION: 1848

DEPARTMENT STATEMENT

The Senior Cost Estimator, with the Design & Construction Services Unit in the Office of Court Construction and Management (OCCM), prepares and reviews preliminary and final construction cost estimates for various kinds of construction including new construction, modernization, demolition, and major alteration projects. The Design & Construction Services Unit provides the direct project planning and project management for capital new construction and major renovation projects.

RESPONSIBILITIES

- Develops cost standards and procedures including the defining of program goals;
- Develops user platform for cost estimating of capital and operating projects;
- Assists planning and project management staff in capital budgeting;
- Plans, oversees, and participates in the preparation of construction cost estimates of building and other structure from preliminary drawings, outlines, and specifications;
- Identifies, prepares, and procures contract estimating services as required;
- Checks construction cost estimates submitted by contract architects and engineers for accuracy and completeness;
- Confers with contract architects and engineers to resolve differences in cost estimates;
- Makes studies and prepares reports when contractors' bids vary widely from the agreed construction cost estimate;
- Checks aggregations of and itemized contract costs as estimated by building contractors and recommends acceptance or rejection as a basis for project planning or project approval, prior to commencement of a building project, and progress payments, during negotiations of contracts, as applicable, and during project construction administration;
- Analyzes change orders on construction work under contract and approves or rejects extras or credits submitted;
- Participates in the project team review of plans and specifications for building projects and submission of approved projects which are subject to procurement by competitive bidding, negotiation or other forms of contracting which are appropriate for a particular project or projects;
- Develops methods for maintaining data used in records, charts, and graphs reflecting estimated constructions costs compared with actual costs;
- May participate in assessments, or serve as a resource to insurance professionals in establishing estimates of damages caused by fire, natural disaster, and major acts of vandalism, or in assessing project or building values for insurance or bonding purposes;
- Establishes a professional development program component and provide training to division staff on survey cost estimating; and
- Performs other duties as assigned.

Must be available for occasional evening, weekend hours, and statewide travel as necessary.

QUALIFICATIONS

Equivalent to possession of a Bachelor's degree from an accredited college with specialization in civil engineering or architecture is required. Five years of experience in the preparation of complete cost estimates for institutional (including public) and/or commercial building projects; or five years of experience as an architect, engineer, general building contractor, or construction superintendent that included preparation of such estimates. One year of postgraduate education in a field related to the work may be substituted for one year of required experience.

DESIRABLE QUALIFICATIONS

Demonstrated knowledge and experience with:

- Principles and practices of cost estimating; estimating services and construction contracts administration;
- Real estate and construction terminology;
- Project management;
- Negotiation techniques; and
- problem-solving and conflict resolution methods and techniques.

The ability to:

- Effectively collect and analyze information pertaining to cost estimating and construction issues;
- Plan, manage, and deliver multiple projects;
- Analyze and monitor project budgets and implement cost controls;
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Prepare and deliver effective oral presentations and a variety of written materials;
- Provide effective project direction to others; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (architect/engineer)", and search for Job Req. #1848, Senior Cost Estimator.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE FOR POSITION:

\$6,741 – \$8,192 per month (San Francisco)

\$6,552 – \$7,963 per month (Burbank)

\$6,395 - \$7,772 per month (Sacramento)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month

- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.